

**香港中文大學聯合書院  
教職員著作出版資助計劃**

**1. 目的**

為鼓勵本院教職員積極從事研究及著述，並將研究成果或作品出版，從而提高教職員在其本身專業及學術界的地位，及令作品能夠獲得適當的評價及認同，聯合書院基金會於 2005 年起撥款資助成立「教職員著作出版資助計劃」，資助本院教職員出版研究成果。

本計劃由聯合書院出版委員會（以下簡稱委員會）管理。

**2. 申請準則**

- (甲) 申請人必須為服務二年或以上之聯合書院全職教職員。
- (乙) 出版作品必須以中文或英文撰寫。
- (丙) 著作必須為申請人原創之新作或從未集結成書的著作，否則將不獲接納。
- (丁) 個人著作、合著或編輯文集形式出版之作品亦可被考慮。
- (戊) 申請人須呈交出版作品原稿及電腦檔案各一份。

**3. 學術評審**

委員會將根據申請人之作品類別、申請人對書院之貢獻及申請人所屬學院為考慮基礎，務求令不同學院的同事都有機會獲得資助，將作品出版。

出版委員會成員之申請必須由基金委員會主席審核批准。

申請人可選擇呈交著作予中文大學出版社或商務印書館（香港）有限公司作初審，需時約一個月。中文大學出版社或商務印書館（香港）有限公司藉此項初審了解申請人之著作與出版社之定位是否配合，與學術評審並無任何關係。

如申請人之著作未能通過中文大學出版社或商務印書館（香港）有限公司之初審，書院可考慮資助申請人尋求其他出版商，呈交出版商建議予委員會考慮，以出版書籍。

如申請人選擇中文大學出版社作出版，通過初審後，申請資助之著作，將由出版社安排送交專家學者評審，一般需時三至四個月。評審報告將呈中文大學出版社學術書籍出版委員會審議，如獲通過，即可由書院資助出版。而所有製作及出版合約等安排，均由出版社與作者自行處理。

如申請人選擇商務印書館（香港）有限公司作出版，出版商並無進行學術評審，所有製作及出版合約等安排，均由出版社與作者自行處理。

**4. 資助範圍**

- (甲) 由中大出版社或商務印書館（香港）有限公司與書院協議之出版費用。
- (乙) 每本作品總資助額以港幣三萬五千元為上限，不足之數須由作者自行負責。

**5. 申請辦法**

計劃現正公開接受申請。申請人須填妥申請表格，連同著作原稿件及電腦檔案，寄聯合書院出版委員會秘書收。

**6. 出版**

- (甲) 出版作品必須以「聯合叢書」系列出版，封面設計須具備香港中文大學聯合書院院徽，整體封面設計及書籍大小式樣並沒有特定格式。
- (乙) 經由此資助計劃下出版之作品之版權屬香港中文大學所有。如出版之作品為編輯文集，申請人須負責向全部作者取得版權授權書；另外，申請人須自行解決作品中涉及的圖片及引用資料等版權問題。
- (丙) 作品出版後，如涉及任何法律訴訟，聯合書院概不負責。

## United College Staff Publication Scheme

### 1. Purpose

The United College Staff Publication Scheme, supported by the United College Endowment Fund, was set up in 2005 to encourage the staff of United College to actively participate in research activities and to publish their findings. It is hoped that such activities will enhance their professional and academic standing and help them to gain recognition for their works.

The Staff Publication Scheme is administered by the United College Publication Committee (hereafter referred to as "The Committee").

### 2. Guidelines and Conditions

- a. The applicant must be a full-time staff member of United College. He or she should have served for at least two years.
- b. The publication should be written in either Chinese or English.
- c. The publication should be the applicant's original creation or works which have not been previously published. Previously published works will not be accepted.
- d. The applicant can be the sole author, co-author or editor of a collection of works by various contributors. Translated scripts can be considered.
- e. The applicant has to submit a hard copy and a soft copy of the proposed publication along with a completed application form.

### 3. Reviewing

The Committee will judge the submitted work according to subject matter, resource allocation and the applicant's contribution to United College. Faculty affiliation will also be a factor for consideration, so that members of different faculties will enjoy equal opportunities to publish their works.

Applications from members of the Committee shall require the endorsement of the Chairman of the Endowment Fund Committee.

The applicant can opt to forward the manuscript to either the Chinese University Press (CU Press) or the Commercial Press (HK) Limited (Commercial Press) for first review and it will take about a month. The CU Press or Commercial Press will conduct this first review to confirm if the publication goes along well with their company's positioning, but has no relation with the academic review.

If the manuscript is not approved by the CU Press or Commercial Press in the first review, the College may sponsor the applicant to approach other publishers for consideration. The applicant has to submit the alternate proposal for the Committee to consider.

If applicant chooses CU Press, the manuscript, after passing the first review, has to successfully get through the reviewing process conducted by the CU Press before subvention. It normally takes three to four months. After getting the approval by the Academic Publications Committee of the CU Press, the script can be printed with College sponsorship. The CU Press and the applicant are responsible to handle all the production and contract matters.

If applicant chooses Commercial Press, the press will not conduct academic review for the manuscript. The Commercial Press and the applicant are responsible to handle all the production and contract matters.

### 4. Sponsorship

- a. The publication fee agreed upon by United College and the CU Press or the Commercial Press.
- b. The maximum amount of sponsorship is HK\$35,000. The applicant is responsible for the amount exceeding the upper limit.

### 5. Application Procedure

The scheme is open for application now. The applicant has to send the completed application form, together with a hard copy and a soft copy of the manuscript under consideration, to the Secretary of the Publication Committee.

### 6. Publication

- a. The publication shall bear the imprint of "United College Book Series" and the College emblem. There is no restriction on the overall cover design and size of the publication.
- b. The Chinese University of Hong Kong will be the holder of the publications subvented by the Staff Publication Scheme. If the publication is an edited volume, the applicant as editor is responsible for securing copyright from the contributing authors. The applicant is responsible for the copyright issue of the pictures used in these publications.
- c. United College will not be responsible for any lawsuit or litigation arising from the publications subvented by the Staff Publication Scheme.